



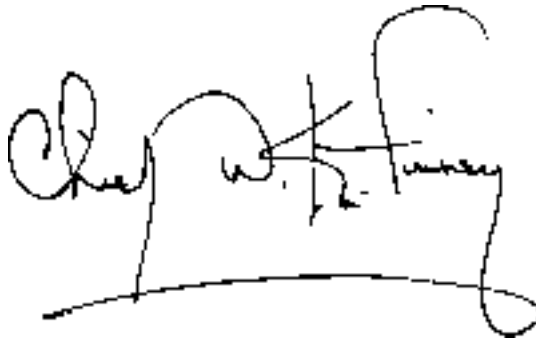
SAINT PAUL POLICE DEPARTMENT

PROCEDURES FOR MANAGING REQUESTS FROM NEWS MEDIA OUTLETS AND/OR OTHER ENTITIES FOR PUBLIC INFORMATION

- 1 DUE TO BUDGET REDUCTIONS, IMPLEMENTED BY THE MAYOR AND THE CITY COUNCIL, AS OF MARCH 14TH, 2003, THE SPPD PUBLIC INFORMATION COORDINATOR POSITION WILL NO LONGER BE STAFFED.
- 2 THE ABSENCE OF THIS FUNCTION WILL RESULT IN A SIGNIFICANT REDUCTION IN THE DEPARTMENT'S ABILITY TO RESPOND TO REQUESTS FROM NEWS MEDIA OUTLETS, AND OTHER GENERAL AUDIENCES FOR POLICE RELATED PUBLIC INFORMATION.
- 3 INFORMATION REGARDING MAJOR, POLICE RELATED INCIDENTS (FOR EXAMPLE; HOMICIDES, FATAL TRAFFIC ACCIDENTS AND INCIDENTS THAT HAVE IMPLICATIONS FOR THE GENERAL WELFARE OF SAINT PAUL RESIDENTS) WILL BE PROVIDED IN AS TIMELY A MANNER AS THE SITUATION AND AVAILABILITY OF APPROPRIATE PERSONNEL, AS ASSIGNED BY THE CHIEF OF POLICE, WILL ALLOW. THIS INFORMATION MAY BE COMMUNICATED BY FAXED NEWS RELEASE, TELEPHONE CONVERSATION, PERSONAL INTERVIEW OR SOME COMBINATION OF THESE ACTIVITIES.
- 4 THE AVAILABILITY OF POLICE PERSONNEL FOR LIVE, ON-CAMERA INTERVIEWS WILL BE SEVERELY LIMITED. WRITTEN REQUESTS WILL BE ACCEPTED AND EVALUATED RELATIVE TO ACCEPTANCE.
- 5 NEWS MEDIA ACCESS TO INVESTIGATORS IN SPECIALIZED UNITS SUCH AS HOMICIDE, FAMILY AND SEXUAL VIOLENCE, SPECIAL INVESTIGATIONS AND NARCOTICS WILL BE LIMITED. CASE BY CASE DECISIONS WILL BE MADE, BY POLICE ADMINISTRATION, REGARDING ACCESS TO MEMBERS OF SUCH UNITS.
- 6 DAILY "BEAT CHECKS", REQUESTS FOR ADDITIONAL DETAILS REGARDING THE POLICE REPORTS IN THE "REPORTER'S STACK, INQUIRES REGARDING "BREAKING NEWS" AND GENERAL MEDIA INQUIRES RELATIVE TO FUTURE POTENTIAL NEWS STORIES WILL NOT BE READILY ACCOMMODATED ON A REGULAR BASIS.

(OVER)

- 7 FOR THE PURPOSE OF FACILITATING ACCESS TO THE DATA, REQUESTS FOR INQUIRES RELATING TO RESEARCH ACTIVITIES SHOULD BE MAILED (100- EAST 11th STREET, ST. PAUL, 55101) OR FAXED (651-292-3542) TO THE OFFICE OF THE CHIEF OF POLICE. THESE REQUESTS WILL BE EVALUATED AND RESPONDED TO IN A TIMELY MANNER, AS DEFINED BY STATE STATUTE. THIS PROCESS WILL ALSO APPLY TO REQUESTS FOR POLICE RIDE-ALONGS AND/OR INTERVIEWS. YOU MAY BE CHARGED PURSUANT TO STATUTE.
- 8 REQUESTS FOR MUG SHOTS SHOULD BE MADE TO THE RAMSEY COUNTY SHERIFF'S RECORDS UNIT. THE TIME FRAME FOR RESPONSE WILL BE LONGER THAN IN THE PAST, SINCE THE RECORDS UNIT STAFF WILL HAVE TO OBTAIN APPROVAL FOR RELEASE FROM THE OFFICERS WHO ARE MANAGING THE INVESTIGATION OF THE CASE.
- 9 AFTER REGULAR BUSINESS HOURS AND ON WEEKENDS AND HOLIDAYS, LIMITED INFORMATION ON POLICE RELATED INCIDENTS WILL BE AVAILABLE FROM THE SPPD DUTY OFFICER, 651-292-3627.
- 10 ALL GENERAL INFORMATION CALLS REGARDING POLICE OPERATIONS AND GENERAL PUBLIC INFORMATION MUST BE DIRECTED TO THE OFFICE OF THE CHIEF AT (651) 292-3588.

A handwritten signature in black ink, appearing to read "Chief W. J. Finney". The signature is stylized with a large, looping "F" and a horizontal line at the bottom.